



CITY CLERK
GLOUCESTER, MA
2023 MAY 18 AM 9:42

Police and Court Building Committee
(RFP Review Subcommittee)
Tuesday, May 23, 2023 — 3:00 p.m.
<https://gloucester-ma-gov.zoom.us/j/87327310547>

AGENDA

1. Review and Approval of Minutes
2. Presentation and discussion regarding the current state of the project, anticipated next steps, and impact on Building Committee. Representatives from W.T. Rich (WTR) and CMS.
3. Discussion regarding change order, invoice, and budget update approval process. See attached document from WTR.
4. Vote on recommended delegation of authority as discussed on item 2.
5. Discussion regarding the selection of sub-committee members.
6. Discussion regarding the attendance of Building Committee members during non-public meetings.
7. Discussion regarding the position of Building Committee Chair.
8. Other business matters not known at the time of the posting that may legally come before the Committee.

COMMITTEE

Chief Edward Conley (chair), John McCarthy, John Dunn, CFO, Michael Hale, DPW Director, Ryan Knowles, IT Director, Assistant Chief Joseph Fitzgerald, Sergeant Joseph Balbo, Officer Heidi Fialho, Officer Shawn Bouchie

CC: Mayor Verga; Joanne M. Senos; Jill Cahill;

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may be discussed & other items not listed may also be brought up for discussion to the extent permitted by law. Items may be taken out of order.

April 20, 2023

John Dunn
Chief Financial Officer
City of Gloucester

Re: Gloucester Police and Courthouse Renovation Project
Subject: Change Order Approval Process

Dear John,

(Name of Company) is requesting that we proceed with the following approach with Gloucester Building Committee (GBC) and the project team for established process for authorizing proposed change orders for the Gloucester Police and Courthouse Renovation project. This process will help streamline the work and will avoid causing schedule impacts due to meeting schedules, which is crucial on a fast-track project. Please see below proposed approach.

Lump Sum or Not to Exceed PCO's:

- Lump sum amount less than \$25K. CMS authorized to approve with D&W support/oversight.
- Lump sum amount is greater than \$25K, but less than \$75K. Designated City representative authorized to approve.
- Greater than \$75,000, GBC approval is required.
- NOTE: All the above are approvals to proceed with the PCO as submitted. The formal execution of the contract change will be executed by the GBC with multiple PCO's rolled up into an Owner Change Order (OCO).

Authorization to direct / authorize work to proceed on a T&M Basis

- NTE amount is less than \$25K. CMS authorized to approve with D&W support/oversight.
- NTE amount greater than \$25K, but less than \$75K. Designated City representative authorized to approve.
- NTE amount greater than \$75,000, GBC approval is required.

GBC Meeting Approvals / Project Updates

- Approval of Owner Change Orders (roll up of PCO's)
- ***Report out of any authorized PCO's or T&M work in between meetings.***
- Approval of Lump sum or ***Not to Exceed PCO's, except those previously authorized due to time restrictions***
- Status update on any change orders authorized by CMS/D&W

Also, (Name of Company) is proposing an approach for authorization levels for the CM contingency and GMP Allowances.

Authorization to proceed with Construction Manager Contingency or GMP Allowance expenditures within the authorized GMP contract

- ***NTE amount is less than \$5K.*** The WT Rich is authorized to release the CM contingency expenditure and issue transfer paperwork. Email notification of the start of T&M work is acceptable starting point if pricing cannot be obtained timely.
- ***NTE amount is greater than \$5K, but less than \$25K.*** CMS is authorized to release the CM contingency expenditure and issue transfer paperwork. Email notification & authorization of the start of T&M work is acceptable starting point if pricing cannot be obtained timely.
- ***NTE amount greater than \$25K,*** then the GBC shall approve these expenditures unless timing is

important in which case the Designated City representative is authorized to approve up to \$75K.

With the fast-track nature and tight schedule on this project, (Name of Company) feels the above approach will be the most effective way to keep the project progressing forward and avoid any major delays due to the approval process of change orders and use of contingency and allowances. Our main goal will be to minimize the change orders, CCDs and T&M work but our professional opinion is, especially for a renovation project, that these are a necessary part of the industry standards and will be required for this project.

CC: CMS (Neil Joyce, Scott Lubker)
Dore & Whittier (Brad Dore, Chip Heitkamp, Mark Marshall)
City of Gloucester (John Dunn, Jill Cahill)
WTR (Jonathan Rich, John McGonagle)
GPD (Chief Ed Conley)